



Title: Policy and Advocacy Intern
Reports to: Director of Government Affairs & CEO
Grant Funded: No
FLSA Status: Non-Exempt (Part-Time)
Time Commitment: Part-time (15-20 hrs) per week
Compensation: (\$ 15/hr)

Position Overview

The San Antonio Hispanic Chamber of Commerce (SAHCC) is seeking a proactive, detail-oriented intern to support our Policy & Advocacy efforts.

This role offers hands-on experience in government affairs, policy research, and stakeholder engagement, while contributing to initiatives that directly impact small businesses and the broader San Antonio community.

The intern will play a key role in preparing policy briefings, tracking legislative priorities, and supporting relationship management with elected officials, partners, and members.

Essential Functions and Responsibilities:

Policy Research & Briefings

- Conduct research on local, state, and federal policy issues impacting small businesses
- Prepare briefing materials, one-pagers, and background memos for meetings and events
- Track legislation and summarize key updates relevant to SAHCC priorities
- Assist in developing talking points, presentations, and committee materials

Stakeholder & Relationship Tracking

- Maintain and update stakeholder databases (elected officials, partners, members)
- Track meetings, communications, and follow-ups to ensure continuity in engagement
- Assist in preparing outreach lists and engagement summaries
- Support coordination and preparation for advocacy meetings, roundtables, and delegations

Committee & Task Force Support

- Assist with planning and coordination of Government Affairs Committee meetings
- Take meeting notes and provide clear summaries with action items
- Track committee priorities, outcomes, and next steps



Administrative & Organizational Support

- Maintain organized digital files, trackers, and advocacy materials
- Assist in preparing reports, policy summaries, and engagement metrics
- Ensure timely follow-up on key action items and communications
- Support cross-department coordination as needed

Qualifications

- Current student or recent graduate in Public Policy, Political Science, Communications, Business, or related field
- Strong writing, research, and organizational skills
- High attention to detail and ability to manage multiple priorities
- Demonstrated interest in government affairs, advocacy, and small business policy
- Proficiency in Microsoft Suite

Preferred Qualifications (Not Required)

- Up to 1–2 years of relevant experience (internships, coursework, research, or volunteer experience in policy, government, or advocacy)
- Familiarity with local or state government and legislative processes
- Experience with CRMs, stakeholder tracking tools, or project management systems
- Bilingual (English/Spanish) is a plus

Time & Location

- 15–20 hours per week; occasional early mornings, evenings, or events may be required
- In-person attendance is required for day-to-day operations, meetings, and events, unless otherwise approved
- Office located at:
3006 General Hudnell Drive
San Antonio, TX 78226
- Must have reliable transportation to attend meetings and events across the San Antonio area.
- Ability to assist with event setup, including occasional lifting of up to 25-50 lbs, as needed.

How to Apply

Email your resume and a brief writing sample (policy memo, research paper, or professional writing sample) to Jessica Palacios at Governmentaffairs@sahcc.org with subject: **“Policy & Advocacy Intern – [Your Name]”**